



From within the order, select **Closing Setup** and **Rearrange Documents**.

The screenshot shows the 'Closing Setup' page in the Pavaso Digital Close Enterprise system. On the left sidebar, 'Closing Setup' is selected. The main content area includes a 'Documents' section with a 'Rearrange Documents' button highlighted by a red box. Below this is a table of documents with columns for Title, Reviewed, Accepted, Date Due, Added By, and Wet Signature Required (Hybrid Closing Only).

Title	Reviewed	Accepted	Date Due	Added By	Wet Signature Required (Hybrid Closing Only)
Example Document	<input type="checkbox"/>	<input type="checkbox"/>	10/02/2023	Magic Title (...)	<input type="checkbox"/>
eNotary Example	<input type="checkbox"/>	<input type="checkbox"/>	10/02/2023	Magic Title (...)	<input type="checkbox"/>
Right to Appraisal	<input type="checkbox"/>	<input type="checkbox"/>	10/02/2023	Magic Title (...)	<input type="checkbox"/>
Survey	<input type="checkbox"/>	<input type="checkbox"/>	10/02/2023	Magic Title (...)	<input type="checkbox"/>

Click and drag to rearrange the documents. Select **Save** when finished.

The screenshot shows a 'Rearrange Documents' dialog box with a table of documents. The 'eNotary Example' document is being dragged, as indicated by a mouse cursor icon. The 'Save' button at the bottom right is highlighted with a red box.

#	Document Name	Date Due	Reorder
1	Example Document	10/02/2023	<input type="checkbox"/>
2	Right to Appraisal	10/02/2023	<input type="checkbox"/>
3	eNotary Example	10/02/2023	<input type="checkbox"/>
4	Survey	10/02/2023	<input type="checkbox"/>



Pavaso Support

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